United Nations ST/IC/1999/56

Secretariat

29 July 1999

Information circular*

To: Members of delegations and staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Recycling programme at Headquarters**

1. The purpose of the present information circular is to advise staff members of the steps that are presently being taken to expand the paper-recycling programme within the Secretariat building, established by ST/IC/88/18 of 29 March 1988, and to seek staff cooperation in ensuring its success. It is also the Secretariat's intention to work with management in other buildings where the United Nations has offices to ensure that all staff are able to participate in a viable office-recycling programme.

2. Starting on Monday, 2 August 1999, the United Nations will introduce new measures to expand its recycling programme. The main objective is to collect a higher percentage of the recyclable paper generated at Headquarters and to reduce the amount disposed of as garbage. This garbage is transferred to the city's landfills, which are already full beyond their capacity, thus adding to the waste disposal crisis in New York.

3. To facilitate participation in this programme, each staff member will receive a small bin, labelled "Recycle White Paper Only", which is to be kept by his/her desk; this is in addition to the regular garbage cans. The recycling bin should be used for collecting white paper of all types. Small quantities of coloured paper such as routing and message slips may be deposited in these bins as well.

4. Under this programme, each staff member should empty his or her recycling bin. The bins should be emptied daily, or as often as necessary, into the large collection recycling containers conveniently labelled and located at each copy station on each floor. Building maintenance staff will empty the large containers nightly, or as often as necessary.

5. In addition, bins labelled "Newspaper Only" have already been placed in the corridors on each floor, usually two per floor. These bins are for the recycling of newspapers, magazines, and catalogues (additional bins for the collection of newspapers and magazines will be strategically placed as needed around the buildings).

* Expiration date of the present circular: 31 December 2001.

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6. With regard to bottles, cans and aluminum products, staff are encouraged to take these to any of the in-house eating facilities and to place them, rinsed clean, in the recycling containers located there.

7. Corrugated cardboard (flattened) should be placed by the freight elevator next to the janitor's closet. Manila envelopes, folders, spent inter-office mail envelopes and folders with metal parts should be bundled up and sent to the messenger mail stations for proper routing to a central collection point.

8. All other waste materials such as napkins, plates, food and beverage containers (paper and plastic) should be disposed of in the regular garbage cans. The maintenance staff will empty them each night.

9. The United Nations recycling efforts contribute to saving landfill space, conserve natural resources, reduce energy consumption in the manufacturing process, and help to reduce its waste removal costs. It is important for the United Nations to be seen as a leader in sustainable environmental practices, as well as an advocate of environmental awareness and sustainable development issues.

10. Procedures relating to the recycling programme at Headquarters are described in a brochure that will be distributed shortly. Any questions staff members may have about the programme, or suggestions as to how the programme may be improved should be addressed to the Recycling Coordinator, Facilities Management Division, at extension 3-0548 (Room S-2171H).

11. The present circular supersedes information circulars ST/IC/88/18 and ST/IC/1992/76 of 20 November 1992.